

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

January 3, 2023

MINUTES

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Thursday, December 29, 2022 in conformity with the Indiana Open Meeting Act.

PRESENT:

Stephen Bultinck, President
Grant Fischer, Vice-President
Kay Walton, Treasurer
Mida Grover, Secretary
Connie Harper, Member
Mary Springer, Member

ABSENT:

GUESTS

Jim Plantenga, President, Friends of TCPL
Steve Berman, Human Resources Coordinator
Jos N. Holman, County Librarian

President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:06 p.m. A quorum was declared to conduct business for the library.

Board Secretary Mida Grover led the Board in reciting the Pledge of Allegiance.

Board Vice President Grant Fischer moved the **Board Minutes** of November 29th, December 6th, and December 16th, 2022 be approved as presented. Board member Mary Springer provided a second to all three sets of minutes and the motion passed.

Mrs. Grover moved to approve the January 3rd, 2023 **Personnel Actions**. Board member Connie Harper seconded the motion and it passed unanimously.

Steve Berman, HR Coordinator, gave a report on current staffing activities. Mr. Berman indicated that, in general, applications were being reviewed across the system and no immediate new hires were anticipated at this time. The Board asked about the number and titles of vacant positions and number of application submissions. There was some discussion about job postings and the Board offered a couple of suggestions regarding this topic.

No **Committee Reports** were presented.

Under **Other Reports**, Friends President, Jim Plantenga mentioned a couple of specific items. First, Mr. Plantenga mentioned the Friends will hold their March 2023 book sale at the Tippecanoe County Fairgrounds. He stated logistical decisions about this book sale are being handled by the book sale committee. Second, Mr. Plantenga reported the Friend's plan to hold 3 single day children's book sales during each month of the spring. One sale a month will be held at a TCPL branch.

4. An exit conference was held on Wednesday, December 28, 2022 with attendees including temporary Finance Controller, Loretta Carter, Board Treasurer, Dave Lahr, and County Librarian, Jos N. Holman.
5. Representatives of Crowe led the discussion and indicated the final printed 18 – page report is forthcoming.
6. Two topics were highlighted for the findings of the audit. A) The handling of the investment account TCPL initiated with bond money for Wea Prairie. B) The beginning and ending balances of the bank account did not match the Annual Financial Reports submitted to the State Board of Accounts.
7. Neither topic was “materially relevant” to daily operations and internal controls. Both topics however, need adjustments to beginning cash balances for 2021 and 2022 so future audits are not affected by the same two findings.
8. Crowe representatives committed to working with TCPL in January 2023 to review these adjustments.

Finally, Mr. Holman indicated TCPL will hold its annual Dr. Martin Luther King, Jr. program on Monday, January 16 at 11:00 a.m. This year’s main address will be presented by Jean A. Wright, a retired nurse practitioner who works part-time with the Lafayette School system. Mrs. Wright is also a member of the Wright family who have long standing ties in Lafayette. Refreshments will be served after the program.

There were no **Comments from the Public.**

Related to **Comments from the Board**, the County Librarian was asked for an update on the downtown renovation project. Mr. Holman mentioned the contract was in the process of being signed and revised drawings reflecting the changes in the scope of work are being done by architectural firm Cordogan Clark. Also, Mrs. Grover indicated the Personnel Committee scheduled a meeting to meet with Divisional Librarian, Marlene Darnell. Next, there was general discussion about the format of the Board meeting agenda with “recommended actions” and that this approach was helpful. Mr. Holman indicated he would continue using the approach with future agendas. Finally, there were a few broad statements about the upcoming presentations by the County Librarian listed in his report.

Mrs. Grover moved to adjourn the regular Board meeting at 7:58 p.m. Mrs. Springer seconded the motion and it carried.

Mida Grover, Secretary

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TIPPECANOE COUNTY PUBLIC LIBRARY

Tuesday, February 7th, 2023 at 7 p.m.

McAllister Meeting Room B
627 South Street, Lafayette, Indiana

Call to order

Pledge of Allegiance

Approval of Minutes: January 2, 2023

Human Resources Report

Approval of Personnel Actions: February 7th, 2023

COMMITTEE REPORTS

Facilities

Finance

Personnel

Nominating

Foundation Liaison

Friends Liaison

OTHER REPORTS:

Strategic Plan Action Plan Update

Finance Audit Document

OLD BUSINESS:

NEW BUSINESS:

February 2023 Surplus List

Leave of Absence

OTHER BUSINESS:

Approval of Claims

County Librarians Report

Comments from the Public

Comments from the Board

ADJOURNMENT

County Librarian's Report February 2023

1. The Tippecanoe County Council has appointed a new Board member to fill the vacancy created with the ending of Dave Lahr's second term. Terry Ashlock, a retiree of Purdue University will join the Board in February. Mr. Ashlock spent his Purdue career as a coordinator in Purdue's building and facilities activities. He lives within the Klondike Branch area and is a regular volunteer with the Friends of TCPL. With Mr. Ashlock's addition to the Board, a draft list of Board member's contact information is included in this packet. The County Librarian will make revisions if needed.
2. TCPL's downtown renovation project will start in earnest on February 20th. A preconstruction meeting was held with representatives of Kettelhut, MattCon and Cordogan Clark in early February. The meeting determined various logistics of the beginning construction phase including administrative processes, staging areas for MattCon, approaches to the first couple areas of the project and a timeline for the project. A temporary wall will separate the demolition and construction work from the library customers who will continue to have access to other parts of the building. Prior to February 20th, the adult nonfiction shelving will be combined into one area of the building creating limited access to the collection. The shelving will be relocated by Hallett Movers on February 9th and 10th and the separating wall will likely stay in place for 6 months or so. There will be several adjustments for TCPL staff and the public over the next 18 months.
3. Quarterly reports have been prepared by department heads representing the overall work of each department for the past twelve months. A copy of each report along with annual statistics are included in the board mailing.
4. The new Community Outreach Vehicle customized wrap is completed. The partial wrap was done by GLGraphix and will make the vehicle recognizable with TCPL's logo and key phrases from the strategic plan. For the time being, the vehicle is parked next to the Red Crown Mini-Museum with an updated electrical charging station.
5. TCPL's annual Family Read Aloud program will be held during the month of February. Youth Librarian Cara Ringle is coordinating the program. Family Read Aloud encourages families to spend time together by reading out loud and keeping track of the amount of time spent. Several prizes are given including a tote bag for those who finish the program. The theme this year is "Get Lost in a Book". There will be three outside presenters scheduled on Saturdays throughout the month. The activity is funded by Purdue Federal Credit Union and the Friends of TCPL. A copy of the flyer announcing the program is included in this mailing.
6. There has been a bit of unusual activity going on with what appears to be a person who is experiencing homelessness storing things outdoors on the property of the downtown library. Several items have been found and placed in the trash on multiple days. A sensitive solution to the problem is still being determined. Separately, there has been another example of vandalism to the sign at Wyandotte. We will work on replacement logistics for another set of missing letters.
7. TCPL's 100R form listing all employees and their pay is being filed with the Department of Local Government. This annual form is required by state law. The information is gathered from reports in ADP and uploaded to the DLGF's Gateway site.
8. The County Librarian is participating in "legislative updates" sessions sponsored by Greater Lafayette Commerce. These lunchtime meetings replace the Third House breakfast event that occurred prior to the pandemic. During the sessions, legislators representing our geographical area will share their thoughts on legislative committee activities and specific bills they have sponsored. Sessions are scheduled for two Fridays a month through April at the Hilton Garden Inn.